



Dream, Believe, Persevere, Achieve



Truro and Penwith Academy Trust is a supportive and collaborative organisation with one primary focus: the improvement of teaching and learning within Cornwall.

Job Title:	Part-time Minibus Driver
Salary Range:	Payscale 3
Working Hours:	Variable dependent upon the needs of the school
Working Weeks:	Casual
Base:	Cape Cornwall School
Responsible to:	Head of School
Direct Supervisory Responsibility for:	None.
Important Functional Relationships: Internal/External	<u>Internal:</u> Head of School, Leadership Team, school staff, students.

Main Purpose of Job:

To drive the school minibus, with staff and children to various off-site locations during the school day. To provide appropriate supervision and instruction to students during travel to ensure their safety.

Main Duties and Responsibilities:

1. To drive the school minibus in a safe manner in accordance with all traffic laws and all TPAT policies.
2. To register and supervise students as they move on and off the bus and during travel, ensuring their safety and seatbelts are in place etc.
3. To ensure the minibus is kept clean and tidy and to report any defects or concerns to the site team.
4. To ensure all mileage logs and other paperwork relating to the minibus are kept up-to-date and accurately completed.
5. To report any accidents or near misses to the Head of School, promptly and accurately.
6. To be aware of, and follow the guidance in the School Minibus Handbook.
7. To attend training courses and undertake Smartlog training as directed by the Head of School.
8. To attend meetings as directed and to communicate effectively with school staff, students and parents (if appropriate).
9. Undertake all statutory duties as required by the school and TPAT.

Any other duties consistent with the grade and general responsibilities of the post may be required from time to time in addition to those listed above.

Any special conditions attached to the post:

- Shifts may need to vary to adjust to business needs and may extend outside of school hours including weekends.
- Flexibility to suit business needs whereby you may, on occasion, be required to work beyond your shift due to emergencies, unforeseen circumstances or business needs.
- Successful completion of an enhanced DBS safeguarding check if appointed.
- Holidays to be pre-arranged with Head of School and taken over school holidays.

Agreed by: Jan Woodhouse, Headteacher, April 2019